

Greenbank Pre School

Parental Involvement Policy



Greenbank Pre School
Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

*SPPA Registration No: 0923
Charity No SCO11325*

Parental Involvement Policy

Greenbank Pre School will:

- Encourage parents or carers and their children to visit the group as a family before registering with a particular group.
- Offer a flexible approach to all parents/carers to allow for a settling in period when starting and for all concerned to become used to the group's routines and policies.
- Welcome new parents/carers and help them to become familiar with the routine of the group and guidelines of good practice. The group recognises that it is difficult for new parents/carers to understand how the group operates unless time is specifically given to this task.
- Welcome the contributions of all parents/carers whatever form these might take and ensure they have opportunities to contribute their skills, knowledge and interest.
- Involve parents/carers in the progress of their child formally or informally and work with them in sharing all records concerning their child.
- Inform parents/carers that the group has adopted a number of policies to provide a quality environment.
- Ensure that parents/carers are kept fully informed about meetings and training and that these will be held at various times to take into account individual family needs.
- Ensure that parents/carers are aware of how any queries, complaints or suggestions can be made.
- Ensure that parents/carers are able to talk and discuss personal matters relating to their child, in confidence, on a daily basis if required.
- Offer parents/carers the opportunity to borrow or buy SPPA publications.

- Encourage parents/carers to play an active part in the running and management of the group and in the group's role in the democratic decision making of the SPPA.
- Provide opportunities for parents/carers to participate in the group's activities, to learn about the pre-school curriculum and the importance of play in the child's development both in the group and at home.
- Make every effort to provide translation service or interpreters as needed for parents/carers whose first language is not that of the group.
- Encourage fathers to become more involved in the group. They will be welcomed, supported and encouraged to become parent helpers, to take part in the group's rota system and be given the opportunity to serve on the committee.
- Invite parents and carers to participate in the play session and not confine their role to clearing up and other domestic duties.
- Be flexible enough to cope with adults who have special needs.
- Every parent and carer should be helped to participate as much as they are able to do. No-one should be made to feel a burden or a nuisance.
- Not put unregistered adults in sole charge of children. They will not be asked to take a child or a group of children to the toilet or into another room.

All staff and committee members will have a working knowledge of this policy.

Date of review

Name